



**RICHARD SEEBORG**

Chief Judge

**San Francisco Division**

450 Golden Gate Avenue  
San Francisco, CA 94102

**Oakland Division**

1301 Clay Street  
Oakland, CA 94612

**San Jose Division**

280 South 1st Street, Room 2112  
San Jose, CA 95113

**Eureka-McKinleyville  
Division**

3140 Boeing Avenue  
McKinleyville, CA 95519

*The United States District  
Court for the Northern  
District of California is an  
Equal Opportunity Employer*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Temporary Judicial Law Clerk to Judge Haywood S. Gilliam, Jr.

Classification Level: JSP-12/01 - JSP-13/10

Salary Range: \$102,489 - \$158,432 for San Francisco/San Jose/Oakland Area, Depending upon Experience and Qualifications; Salary for Full-Time Remote Work Dependent on Law Clerk's Location, Experience, and Qualifications

Location: Oakland, CA

Opening Date for Applications: July 14, 2023

Closing Date for Applications: Open Until Filled

### POSITION OVERVIEW

The U.S. District Court, Northern CA, is seeking a temporary Judicial Law Clerk for U.S. Judge Haywood S. Gilliam, Jr. in Oakland, CA. Duties include extensive legal research and writing on a full range of civil and criminal issues arising in federal court, as well as some administrative duties. Position will commence on January 3, 2024, for twenty (20) weeks to provide coverage for the career law clerk, who will be on parental leave.

We are generally an in-person chambers, but hybrid or full-time remote work may be possible.

### QUALIFICATIONS

A qualified applicant will be an active member of the Bar of any state, have an excellent academic record, exceptional research, writing, organizational and communication skills, and a strong work ethic. Applicants must have at least two years of post-graduate legal experience, and given the temporary nature of this position, prior clerkship experience is highly preferred.

### COMPENSATION

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Judicial Salary Plan.

### INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

**Interviewing Non-Citizens and Making Offers of Future Employment:** Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

### **Equal Opportunity Employer**

The United States District Court for the Northern District of California is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

### **APPLICATION PROCEDURE**

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Please submit a cover letter, resume, writing sample, list of references, and law school transcript to:

United States District Court  
Attn: Chambers of Judge Haywood S. Gilliam, Jr.  
1301 Clay Street, Suite 410C  
Oakland, CA 94612

or alternatively online through OSCAR